



FY 2005
Community Development Block Grant Program
Application for Funds

General Information		
Name of Applicant/Organization:		
Contact Person (Name and Title):		
Address:		
Phone:	Fax:	E-mail:
Project Information		
Project/ Program Name:		
Project Address:		
Amount of CDBG funds requested:	\$	
Number of clients to be served:		
Brief Summary of Proposed Project (limit response to the space provided below)		
Need/Problem to be Addressed (limit response to the space provided below)		

The undersigned certifies the information contained herein is true, correct and complete to the best of his/her knowledge and belief. The applicant further understands that the application is request and there is no guarantee, expressed or implied that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory compliance.

Signature

Date

Standards to Determine Compliance with National Objectives

Each activity must meet one of the three broad national objectives:

1. To benefit low- and moderate-income persons.
2. To aid in the prevention or elimination of slums or blight.
3. To meet community development needs having a particular urgency.

Mark one of the boxes below that appropriately describes the national objective the proposed activity intends to meet.

1. Activities benefitting low- and moderate-income persons:

Area benefit activities. Area-wide activities benefit all residents in a particular area, where at least 51% of the people are of low- and moderate-income. The service area of the project must be specifically identified and the area must be primarily residential.

Limited clientele activities. Limited clientele activities benefit low- and moderate-income persons without regard to the area being served. At least 51% of the persons participating in the activity must be low- and moderate-income and the activity must meet one of the following criteria:

- **Presumption of low- and moderate-income.** The activity may serve persons that are presumed to be low- and moderate-income, such as: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or,
- **Income guidelines.** The activity must have eligibility requirements which limit the activity exclusively to low- and moderate-income persons; or,
- **Nature and location.** The activity must be of such nature and in such a location that it may be concluded that the activity's clientele will primarily be low- and moderate-income persons, i.e., public housing activities.

Housing activities. An activity carried out for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low- and moderate-income households.

Job retention activities. An activity designed to create or retain permanent jobs where at least 51% of which, computed on a full time equivalent basis, involve the employment of low- and moderate-income persons.

2. **Slum and blight.** Activities that aid in the prevention or elimination of slums or blight.

3. **Urgent need.** Community development activities having an urgent need. This objective is rarely used and is reserved for alleviating emergency situations, such as, natural disasters.

Standards to Determine Project Eligibility

1. Describe the location of your project and how the area will benefit from the project. Include the boundaries and/or service area.

2. Describe the population/target group your project will serve and how low and moderate income persons will benefit.

What evidence do you have that at least 51 percent of the persons to benefit from the proposed project are considered to be of low and moderate income (LMI)? Please check category below.

- Income Survey Census Data Limited Clientele Other (please explain)

Standards to Determine Compliance with Consolidated Plan Priorities

The City of Fresno provides guidance in its Consolidated Plan on the use of the federal entitlements. In accordance with federal regulations, each project must be consistent with the priorities outlined in the City's Consolidated Plan. Mark the priority that the proposed project will meet.

	New Construction of Affordable Housing		Housing Rehabilitation and Acquisition
	Redevelopment and Relocation		General Plan Update
	Public Facilities Improvements		Crime Awareness
	Economic Development		Program Monitoring
	Emergency Shelter and Transitional Housing, Prevention of Homelessness and Permanent Housing for Homeless		External Support and Coordination of Services

Standards to Determine Organizational Capacity

Agency's Legal Status Nonprofit Other _____

List the key individuals who will be responsible for the day-to-day operations and provide specific information regarding their experience and ability.

Standards to Determine Budget Compliance

Two separate budget forms have been provided, a Budget for Service Activities and a Budget for Construction and Acquisition Activities. The forms provided are meant to act as a guidance. If you develop your own budget, it must follow the same format as the form provided.

Limitations to the use of CDBG funds

Prior to completing the Budget Form, review the following limitations to the use of CDBG funds.

- CDBG funds may not be used for acquisition of property used for primarily religious purposes or to promote religious interests regardless of the use of the property.
- Requests for acquisition of property must include a purchase agreement with the owner.
- CDBG funds may be used for acquisition of a public facility if the entity undertaking the purchase takes title to the property.
- A request for property acquisition should identify the proposed site and sale price, as well as the estimated value based upon comparable market values.
- CDBG funds may not be used solely for lease or rent payments without other allowable operating costs.
- Requests for funds to undertake capital improvements to real property or open space development must include proof of legal ownership or authorization from the owner to perform the improvements.
- Renovation costs may include equipment provided that the equipment is fixed and permanent and is not moveable.
- Religious organizations or organizations that have religious affiliation may use CDBG funds only for minor repairs of a facility that is used exclusively for non-religious purposes and houses eligible public services for which CDBG funds are providing operating costs.
- A request for capital improvements should be supported by cost estimates, preferably from at least three (3) sources.
- A proposal budget that includes both construction and/or acquisition as well as service costs should identify those costs separately.
- Lease or rental of capital equipment is generally advised because all assets acquired by a third-party contractor with CDBG funds have, upon termination of the contract, to be transferred to the City or the contractor must reimburse the CDBG Program at the current per unit fair market value less the amount of depreciation previously agreed upon with the City.
- The following costs are unallowable: bad debts; contingencies; contributions and donations; entertainment costs (including meals for social events and awards/graduation banquets); gifts or incentive awards to individuals; fines and penalties resulting from violations of or non-compliance with Federal, State, and Local laws; interest on borrowed capital; fundraising; investment management; losses on other awards; and litigation expenses.

Activity Funding	Funding Amount
Total Amount of CDBG Funds Requested	
Total Amount of Applicant's Funds (include all sources of funds to be used on the project)	
Total Cost of Activity	

Form of Assistance Requested (mark one of the following):

- Grant
- Loan (below market interest rate). Describe the terms requested.
- Forgivable loan after ____ years.
- Other (please explain)

Service Project Budget

Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions - Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (full time equivalent) or hours per week.	
Salaries Total		
Fringe Benefits		
Personnel Total	Total of Personnel and Fringe Benefits	
Operating Costs	Provide a description of how you arrive at total for each line.	
Supplies		
Equipment		
Rent/Lease		
Insurance		
Printing		
Phone		
Travel		
Other		
Total Operating Costs		
Contract Services		
Total Contract Services		
BUDGET TOTAL		

Construction or Acquisition Project Budget

Budget Item	Calculation	CDBG Request
PERSONNEL		
Salaried Positions - Job Titles	Provide rate of pay (hourly/salary) and percentage of time spent on project (full time equivalent) or hours per week.	
Salaries Total		
Fringe Benefits		
Personnel Total	Total of Personnel and Fringe Benefits	
Delivery Costs	Provide a description of how you arrive at total for each line.	
Acquisition		
Rehabilitation Hard Costs		
Physical Inspections		
Architectural Engineering		
Rehab Loan Costs		
Permits and Fees		
Insurance		
Legal Fees		
Financing		
Appraisal Costs		
Other		
Total Delivery Costs		
Contract Services		
Total Contract Services		
BUDGET TOTAL		